RECREATION PLANNING

IN THE CITY OF OTTAWA

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update

Prepared by the staff of the Recreation Planning Section of the Planning Branch

RECREATION PLANNING SECTION

(URBAN POLICY & RESEARCH DIVISION)

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RECREATION PLANNING SECTION

(URBAN POLICY AND RESEARCH DIVISION)

1. OVERVIEW OF SECTION'S WORK AND PRIORITIES

The work of the Recreation Planning Section consists of three (3) major responsibilities.

1. Policy Development for the development and use of all recreational and arts facilities in Ottawa.

2. Capital Projects - identification of major and minor capital developments for implementation through the City's capital budgeting plan.

3. Responding to requests for recreation development requiring either total or partial City funding (includes all capital grant applications in these areas).

The work programme of the Section for November 1982 to December 1983, is set out in the next section. It should be noted that the programme does not include the many requests which are referred to the Section for action, and which often must be given a high priority. The PRIORITIES of the Section are generally as follows:

1. Responding to Requests from City Council, Aldermen, the Commissioner, other departments, outside agencies and the public.

2. Ensuring that all capital projects identified in the Annual Budget are expedited in the year for which funds are allocated.

3. Policy Development - priorities as identified by Council and the Department.

POLICY

Recreation policies to date have primarily taken the form of a series of separate studies which establish Council policy for the future development of various types of recreation facilities in the City of Ottawa. No comprehensive Master Plan exists at present beyond the policies contained in Amendment No. 74 of the City's Official Plan.

The following are a list of those policies, guidelines and programmes already in place. Details of each are provided in summary in this report.

1. Open Space Study together with an inventory of all Recreation Lands and Facilities, (1976).

2. Official Plan Amendment No. 74 prepared on the basis of the Open Space Study, (1978).

3. Arena Study, (1978).

4. Minor Aquatic Facility Study - wading pools and other creative water play facilities, (1979).

5. Major Aquatic Facility Study - swimming pools and beach development (draft only), (1980).

6. Sportsfield Study, (1981).

7. Outdoor Rink Evaluation, (1978, evaluated annually).

8. Park Development Policy including the Priority List of Parks, (1978, prepared annually).

9. Self Help Park Development Programme (1979, revised 1982).

10. Community Space Policy, (1981).

11. Tennis Court Development Policy Guidelines, (1981).

SITE SPECIFIC STUDIES

The Recreation Planning Section provides a service to the Area Studies Division in the preparation of comprehensive recreation plans for those areas under study. To date 9 such studies have been completed. While initially such studies were incorporated within the Area Development Plans, recently they have been forwarded to Planning Board and Council as separate reports. In 1982 a recreation plan was completed for the Walkley Area, and at present a report is in preparation for the Carlington Area.

Other site specific studies are undertaken in response to either City-wide concerns eg. Brewer Park, or as a result of an initiative either from City Council, outside proposals or other Departments. Summaries of the various projects being prepared by the Section are provided. These are:

1. Ottawa Rowing Club.
2. Brewer Park Development Plan.
3. Lansdowne Park.
4. Britannia Park Boat Dock Facility.
5. Community Centres
6. Area Studies

CAPITAL PROJECTS

Capital Project for the coming year are identified in the Fall for inclusion in the Departmental Capital Estimates. Projects are identified for both land and facility development together with any capital grant commitments previously approved by Council. The Budgeting process is undertaken in close co-operation with the Implementation Division who secure cost estimates for those projects identified for inclusion.

Projects are identified using a variety of planning tools namely:

The Priority List of Parks
The Sportfield Study
Other facility reports
Neighbourhood/Area Studies (including the C.S.S.P. and O.N.I.P.

N.B. There is an outstanding need for a more comprehensive tool in this area to assist the Branch in idetifying its multi-year capital requirements. This is included in the Section's 1983 Work Programme.

REQUESTS

As noted earlier, the Recreation Planning Section together with the Implementation Division is under constant pressure to respond to requests for recreation facility improvements from many individual and group interests both within and outside City Hall. In 1982 approximately 140 such requests were received annd answered. The flow chart in Section 5 sets out the procedure followed in dealing with these requests, annd alsoshows the responsibility of eacb Division throughout this process.

FUTURE WORK

The future work of the Section abovce and beyond its ongoing responsibilities iinn expediting annual capital projects and responding to recreation requests lie in three areas:

1. Outstanding facility studies to establish the City's role in facility provision and to establish policy and programmes where necessary. Theses include;

   a) Aquatic Facilities Study
   b) Gymnasium Study
   c) Assessment of the use and condition of all City owned fieldhouses (jointly with Implementation Division)
   d) Evaluation of City playgrounds
   e) Community Centres - Evaluation of the service they provide to communities (jointly with Recreation Branch)
   f) Guidelines for the City's role in social service facility provision

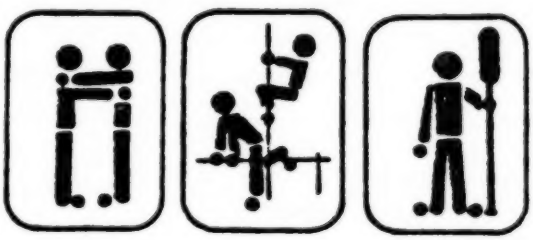
2. Developing a comprehensive plan for multi-year project budgeting for future recreation faacility development. This tool will enable the Department to plan effectively for those large projects which constitute a major part of the Recreation Capital Budget and will allow for more effective management of resources.

3. Development of a promotional respective to the City's recreational policies. This will initially take the form of making more widely available concept information to the public and all organizations within the City.

4. Ongoing assessment an evaluation of trends in the provision of municipal recreation. This field is changing reapidly at present, and it is therefore important that the City is aware of these developments as early as possible in order to plan effectively for the future.

WORK PROGRAMME

1982/83



2. WORK PROGRAMME - Nov/1982 to Dec/1983

CAPITAL 1982

Sportsfields-Putman
- Public School (soccer)
- Pinecrest Public School (soccer/football)
- Queensway Public School (football/soccer/softball)
- Severn Public School (soccer/softball)
- Flannery Drive Park (soccer)

Parks
- Lansdowne N.E. Playground - Phase I
- Central Area Play Equipment

Facilities
- Britannia Pier (stabilization)
- Britannia Bandshell

CAPITAL 1983

Sportsfields
- Albion/Hunt Club (soccer/football/baseball)
- South of Dutchy's Hole (soccer/football/parking)
- Greenfield/Concord Site (soccer/football)
- Billings Park/Lynda Lane (field hockey/cricket/baseball/parking)
- Rochester Field Site (soccer/football)
- Lamoreux/St. Victor S S./Heron Park P.S. (soccer/football/parking)
- O.B.E. site at Walkley Road (football/soccer/softball/parking)
- McCarthy/Paul Anka (baseball lights)
- St. Pius X High School (soccer/change rooms)
- Georges Etienne Cartier H.S./Stanstead Road Site (soccer/football)
- Christie Public School (softball)
- Vincent Massey P.S. (softball)
- Caldwell/Clyde (soccer/football/complex)
- Regina P.S./Lincoln Heights Road site (soccer/softball)

Parks
- Bellevue Manor Park (ONIP)
- Alexander Park (ONIP)
- Confederation Court Park
- Forbes Tri-Site Park Development
- Brewer Park - Phase I
- Iona Park
- Ev Tremblay Park
- Mutchmor School Site (jointly with O.B.E.)
- Uplands Park Site
- Windsor Park
- Fairlea Park - Final Phase
- Laroche Park

Facilities	- Carlington Area Community Centre Development (ONIP) - Portable Buildings (to be designated) - Michele Heights Community Centre - Various community centres (renovation)
Self Help Projects	- Undesignated

RECREATION PLANNING STUDIES

Policy and Facility Studies	* Major Aquatic Study - policy for future major aquatic facilities including beach development - update and task review * Priority Lists for Recreation Development 1982-83 - update - Community Centres - assessment of service and opportunities for community participation (with Recreation Branch and Consultant) * Fieldhouse Assessment Study - new - Gymnasium Assessment Study - new - Social Service Facility Assessment Study - operation with R.M.O.C. - new * Arts Capital Grants Policy - draft complete * Use of Schools for accommodating Arts and Culture activities - in co-operation with School Boards - in progress - Cross-Country Ski Study - in progress - Parkland Dedication By-law
Site Specific Studies	* Brewer Park Development Plan - Lansdowne Park Redevelopment Plan - Zones B and C * Carlington Area Recreation Plan * Ottawa Rowing Club Feasibility Study - Lowertown East Space Needs Study * Britannia Park Boat Dock - options for development
Promotional	- Public Information Programme to make the public aware of the City's Recreation Policies and Programmes
Inventory	- Inventory of Recreation Facilities and Open Space - update and computer assembly - Sportsfield Information System - with Recreation Branch
Management	- Administrative Manual consolidating Existing Recreation Policies * Financial Management Strategy for Recreation Facility Development * Land Acquisition Programme for Park Purposes

*High Priority Projects

POLICY/STUDY/PROJECT

summaries

3. POLICY/STUDY SUMMARIES

3.1 TITLE: OPEN SPACE STUDY/O.P. Amendment No. 74

PURPOSE: To establish open space policies in the Official Plan

APPROVAL: STATUS: Council approved the Open Space Study in 1976. Subsequently, an amendment to the Official Plan was prepared to replace Chapter 4 of the O.P. with the new open space policies. The amendment was approved by the Minister of Housing in July, 1978, with some modifications.

SUMMARY: The Open Space Study and Amendment No. 74 constitute the official City policy on open space. There are twenty-five (25) policies ranging from the co-operation with the Federal Government and School Boards in the development of their open spaces, to the establishment of priorities in developing and maintaining open spaces.

The most significant policy is that open space requirements be determined on the basis of the needs of the potential users rather than fixed standards. The previous parks and open space policy used open space standards (i.e. acres/1000 population) and during the '60's, open space and parks acquisition was a priority programme of the City.

The policy makes it mandatory either to conduct surveys or to generate public participation to determine the open space (and park facility) requirements. With this input and reference to recreation facility guidelines (by the Province), a programme of open space needs and development is determined.

These "open space" policies have been used to establish criteria to evaluate the priorities for park development, "The Priority List of Parks."

IMPLEMENTATION

(1) Ongoing reference to the Official Plan Amendment No. 74 in Open Space, Recreation Facility Studies, and Special Studies
(2) Priority List of Parks

FUTURE WORK:

(1) Expansion of policies on park hierarchy and recreation facilities in the Official Plan Review

(2) Parkland By-law to implement the alternative dedication rate (1 hectare/300 dwelling units). Requires a municipal study of which the inventory phase has been completed.

3.2 **TITLE:** PARKS AND RECREATION FACILITY INVENTORY

PURPOSE: To maintain an inventory of parks and recreation facilities of all open spaces in the City.

APPROVAL STATUS: Within the Department's Work Programme. Annual review required.

SUMMARY: An Inventory of Leisure Facilities was carried out between 1974-76 as part of the Open Space Study.

In 1979-80, an update of this inventory was completed by the recreation planning staff, however, this update has not been officially recorded as a revision in the original document.

Staff intend to develop an inventory which could eventually be coded for computer analysis. This project would include the following:

(1) List of Parks by Ward (with areas)
- already completed for City parks

(2) List of facilities by park, school, by ward (type and level of facility)

(3) City-wide Map of Open Space including parks, schools, and N.C.C. lands with an overlay showing facilities.

(4) Larger-scale maps (at the community level) on the grid system showing open space lands and major recreation facilities (ie. arenas, community centres) with a chart attached showing area, ownership, type and level of facility)

(5) Facility Maps (City-wide) for each type of major recreation facility (ie. swimming pools)

IMPLEMENTATION: Project completion: July, 1983

FUTURE WORK:

(1) determine appropriate scale for grid system (ie. neighbourhood)

(2) Update existing inventory

(3) Request Technical Services to the mapping.

(4) Compile the data onto computer sheets, for computer entry.

(5) Prepare programmes for retrival and analysis

(6) Devise monitor system for annual update and revision.

3.3 **TITLE:** **PRIORITY LISTS FOR RECREATIONAL DEVELOPMENT**

PURPOSE: To establish an objective assessment of priorities for parks and recreation facility development in the short-term (annual budget) and long-term.

APPROVAL STATUS: Council approved the 1981 Priority List of Parks in January, 1982.

SUMMARY: The Priority List of Parks first appeared in 1978, and was revised over a two-year period to reflect the Council policy on Open Space (Amendment No. 74). In 1981-82, the Priority List was expanded to include the entire range of recreation projects including recreation buildings.

The intent of these priority lists is to establish the annual budget of the Department for recreational development, and to provide a guideline for decision-making at Budget time by City Council. Also, it provides a management tool to assess the relative priorities of new requests for parks and recreation facilities.

The Priority List of Parks is based upon nine (9) criteria stemming from policy statements of the Open Space Policy, and thus, the ranking of parks may be considered as an objective assessment. In the other lists, subjective assessments of high, medium, and low priority are given based upon study findings and staff recommendations.

The 1983 Priority Lists are being finalized for submission to City Council for the review of the 1983 Budget.

IMPLEMENTATION: Formulation of the 1983 Budget.

FUTURE WORK:
(1) Annual review of Priority Lists (August-September)
(2) Monitoring and assessment of priorities of new requests.

3.4 **TITLE:** WATER PLAY AND MINOR AQUATIC FACILITY STUDY

PURPOSE: To establish policies and guidelines for existing and future water play and minor aquatic facilities.

APPROVAL STATUS: Study report and recommendations were approved by City Council on December 19, 1979.

SUMMARY: Around 1977-78 the Community Development Committee (predecessor of Planning Board) requested a review of the City's current aquatic facilities in terms of future needs. There was a concern that the City's wading pools and related components were costing more and more to construct and operate and that use was felt to be limited. This refered to "minor aquatic facilities". There was also a concern about the increasingly frequent closure of the City's beaches, coupled with a suspected growing role and demand for major aquatic facilities (large-scale indoor and outdoor swimming pools). Since there were requests in the Department to construct new wading pools, it was felt important to complete the minor aquatic facility study initially, so as to have on hand an approved Departmental policy to address these current and future requests.

IMPLEMENTATION: Based on the approved recommendations, the traditional type of wading pool will no longer be implemented in local parks. Instead, a variety of innovative play components will be proposed, utilizing a water medium, possibly in the form of sprays, water channels, etc. Only in a community park, with a sizeable catchment population, will a depth of water equivalent to our current wading pools be considered, but in so doing, other play components would be associated with the water source to enhance the play potential of the facility. Existing wading pools may have other play components added to them, again, to increase their use potential.

FUTURE WORK: There is no one right, tried and true design for water play and minor aquatic facilities. We have been monitoring the use of different new facilities. This process is expected to continue over the next three or four years.

3.5 **TITLE:** MAJOR AQUATIC FACILITY STUDY (to be re-drafted)

PURPOSE: To identify the City's current and future role in the provision of major aquatic facilities (major pools, beaches) and to define a strategy for City Council to follow in making future decisions regarding the provision of major aquatic facilities in the City of Ottawa.

APPROVAL STATUS: The Department first identified a need for an aquatic facility study in 1977. There was not a conscientious attempt at preparing a major aquatic facility study report until 1979. In January 1980, a formal draft of the report was prepared. However, it was only reviewed within the Department and was not re-worked, subsequently, nor was it presented to Planning Board or Council.

SUMMARY: Swimming pools and beaches serve many purposes. Beaches cater more for leisure recreational pursuits, cooling off, socializing, etc. Pools, on the other hand, may respond to a wide array of needs, programmes, depending upon their shape, size, depth, range of depths, and existence of other ancillary components. The previous attempt in preparing the major aquatic report was to address what are the aquatic needs in the City of Ottawa, how can these best be met; and where are new facililties "needed" in the City. The two problems experienced at that time were: Firstly, it was and continues to be very difficult to obtain a quantitative and undeniably clear reading as to the scale of demand and where it is coming from. Secondly, the direction in major aquatic facilities and perceived need seems to be changing from the experience offered by the eight City-owned rectangular, two level "tubs" which currently exist in Ottawa, to a more leisure-social-recreational thrust; with the ultimate facility being the "Wave-Tech" pool. We felt this concept warranted further examination.

IMPLEMENTATION: The major aquatic facility study report is now identified as a priority project in the Section, and work on the terms of reference is to be initiated immediately. These will be approved by Council and the report with recommendations for Council approval, will follow. This will give the Department and City Council a definite plan of attack in terms of future major aquatic facility implementation.

FUTURE WORK: Due to the current and forseable future economic climate, any new major aquatic facility, ultimately proposed, will probably require the following elements:

(1) A three to five year planning-to-implementation time-frame.

(2) Multi-source capital funding (a regional-scope facility, with Provincial assistance and quite conceivably, private interest involvement).

(3) Any new major aquatic facility should have a genuine and realistic profit making potential, at least from the stand-point of operating costs, if not capital.

3.6 **TITLE:** **OUTDOOR RINK PROGRAMME EVALUATION**

PURPOSE: To evaluate the outdoor rink programme of the previous season and to make recommendations for the following season with respect to closure of existing rinks, creation of new rinks, rink type changes, and policies related to grants and purchase of service agreements.

APPROVAL STATUS: Given OPB/City Council Approval prior to the season, usually September-October. Please note that carriage of the evaluation now rests with the Recreation Branch (since 1982), however the Recreation Planning Section contributes in a consulting role on principles and policies for Outdoor Rinks, and determines the need for new rinks.

SUMMARY: The evaluation has been ongoing since 1976 when certain policies to reduce the number of high boards and to create a grant policy (purchase of service) were established. In 1979, Council approved the Goals, Objectives, Principles, and Policies for Outdoor Rinks, primarily on the location, number, and types of rinks.

The City has moved from the total operation of rinks to one of self-sufficiency whereby the rinks are being operated by community groups. From a start of five (5) such rinks in 1976, the number of purchase of service rinks has increased to 28 in 1979-80, and to 58 in 1981-82. Council has approved the objective that all rinks (about 70) be under purchase of service for 1983-84. Grants to community groups vary from $2,000 to $3,400 depending on the type of rink.

IMPLEMENTATION: Co-ordination between the Recreation Branch, Operation Branch (PE), and Buildings and Equipment Branch (PE) to install the rinks, provide base ice, flood and supervise municipal-operated rinks, provide grants and work with community groups on maintenance and programming.

FUTURE WORK: Consulting role with Recreation Branch, assessment for new rinks, and change in policy.

3.7 **TITLE:** **ARENA STUDY**

PURPOSE: To determine the need and location of future ice arenas.

APPROVAL STATUS: Council approved the Arena Study in 1978, to build two (2) more arenas, one at Carlington Park (implemented in 1980) and the other in the Ottawa South area.

SUMMARY: The Arena Study based its recommendations for new arenas on the number of outstanding applications for ice time (186 - equivalent to two (2) arenas), and existing gaps in location (based upon the distance factor)

However, since 1978, two (2) issues have surfaced:

(1) the allocation of ice time to District Associations; and

(2) the desire of the Minto Skating Club to have its own facility for figure skating

In 1981, Council turned down the Department's recommendation to review the Arena Study with respect to the above issues. However, if such a study is done, the following terms of reference should apply:

(1) examine objectives of all users with respect to "reasonable" amount of ice time (e.g. Is one hour/team/week acceptable today?)

(2) examine number of outstanding applications for ice time

(3) examine sites (ie. Lansdowne Park - Aberdeen Pavilion; Major Activity Centre - Hunt Club/Bank; twinning of Walkley Arena - Walkley Park)

IMPLEMENTATION: (1) Construction of J. Alph Dulude Arena at Carlington Park in 1980

FUTURE WORK: (1) Recreation Planning Section do a mini-study and policy statement on Arenas.

(2) Review proposal by the Minto Skating Club for double ice surfaces in the Aberdeen Pavilion at Lansdowne Park.

3.8 TITLE: SPORTS FIELD FACILITY STUDY

PURPOSE

To address all matters related to the demand, supply, operations-maintenance, and administration and trends of sports field facilities in the City of Ottawa.

APPROVAL STATUS:

City Council approved $750,000.00 to implement sports field facilities in 1982. In January 1982, Council approved in principal, a list of 24 projects recommended from the Study. About eleven of these were subsequently approved for implementation this year. In July, 1982, Council approved a subsequent report stipulating, in general:

(1) that the Sports Field Facility Study be received by Council;

(2) that a list of sports field projects be presented to Council each Fall for consideration in the upcoming year's capital budget;

(3) approval be given of various enabling policies from the Study, dealing with construction specifications, operations-maintenance, and administration, as they apply to sports fields.

SUMMARY

The need for this Study became apparent in 1980 by the increasing demand and popularity of various field sports, by the resulting deterioration of existing sports field facilities, and by a statement made by the Ottawa Board of Education that unless the City of Ottawa were to take action in alleviating the over-use of School Board fields, the O.B.E. would restrict any public use of these facilities.

The Study examines thirteen different types of sports field facilities. The analysis is done at two primary levels - the City - Regional level, and the ward - community level. This reflects the different facility use patterns that occur in the City.

IMPLEMENTATION

Further to the July 7, 1982 Council approved report, a priorized list of sports field facility projects will be presented for Council approval in the Fall of each year to be considered in the upcoming year's capital budget.

FUTURE WORK

There are two policy Committees formed at the staff level to formulate detailed recommendations as per the Sports Field Facility Study, regarding:

(1) Operations-maintenance recommendations; and,

(2) Recommendations to do with the City - School Boards Unified Booking Policy and the Reciprocal Use agreements.

These revised policy recommendations will be submitted to City Council for approval in the relatively near future.

3.9 TITLE: THE COMMUNITY SELF-HELP PROGRAMME

PURPOSE: To give community groups another means, beyond the time-consuming, capital budgetary park development process, to be directly involved in every step in providing minor recreational facilities in their local parks and school sites.

APPROVAL STATUS: The original programme guidelines were approved by City Council on May 16, 1979. A total of 34 projects have been approved by City Council and/or the Department, as required, to date.

SUMMARY: In the four years that this programme has been in existence, community groups have or will shortly implement 25 projects involving a creative playstructure as the only or major facility component. The remaining nine projects include other recreational facilities and/or tree planting on public open space. To date, total approved grants amount to $89,752.65, compared with a total project value of $297,945.21. A revised set of guidelines have been prepared, with recommendations, to go to Ottawa Planning Board and City Council. These are to be tabled shortly and call for an increased grant ceiling and other guideline modifications to improve and expand the programme.

IMPLEMENTATION: Project proposals are received all year round. However, the peak period of implementation of Self-Help projects seems to be in the Spring and Fall of each year.

FUTURE WORK: Given Council's approval of this Department's revised guidelines, it is expected that the popularity of this programme will significantly increase. However, it will be a year or two before we will know the extent of this increase. Even without a revision to the guidelines, it is apparent that the Self-Help approach is becoming very popular and this should continue.

3.10 TITLE: COMMUNITY SPACE POLICY

PURPOSE: To establish policies with respect to the use of surplus school space and the expansion of community centres.

APPROVAL STATUS: Council approved a study on "Surplus School Space" and Demand for Community Space in January, 1982.

SUMMARY: This study sets out priority guidelines for the present and future demand for community space for public recreation, cultural, and social programmes, specifically:

(1) Use surplus space in operating schools by leasing or through the Reciprocal Use Agreement; or lease space in closed schools; or lease space in quasi-public centres.

(2) Renovate and/or expand existing space in various types of centres.

(3) Build new community centres, or purchase existing (closed) schools or buildings which could be used as new centres.

In 1981, the City had 17 community centres, 6 neighbourhood centres, 15 mini-neighbourhood centres, 4 special centres; and had the use for programming in over 70 schools (11 of which had Lighthouse Programmes), and 4 quasi-public centres. However, the City had 28 requests for additional community space, most of which could be met by using surplus school space.

IMPLEMENTATION: (1) Recreation Branch will use the Reciprocal Use Agreement to utilize the surplus school space where there is a demand.

(2) Implementation Division is undertaking a "Physical Needs Analysis of Recreation Buildings" (including community centres) to determine the full extent of renovations and expansion to meet recreation programming needs.

FUTURE WORK: (1) Assess the needs for expansion to existing centres, the purchase of existing buildings for new centres, and the construction of new centres with respect to the above priority guidelines.

(2) Ensure an annual evaluation of community space is carried out (data collection or surplus school space; number, range, and location of programmes; demand for community space).

3.11 TITLE: TENNIS FACILITY POLICY GUIDELINES

PURPOSE: To establish policy guidelines for financial assistance to all levels of tennis facilities.

APPROVAL STATUS: Council approved this report in November, 1981.

SUMMARY: The policy guidelines are established for the development and maintenance of tennis court facilities at four (4) levels - neighbourhood, community, city, and regional.

At the neighbourhood and community level, the City will be fully responsible for tennis courts on City parks and on School lands where the City is the "facility owner." But the City may contribute up to a maximum of 50% for capital improvements on school lands where there is a joint function (community vs. school use), and 25% to a semi-private facility at the community level.

At the City level, the Club may contribute up to 50% or $50,000 once every ten (10) years to "second-level" city-wide tennis facilities or clubs. This policy is significant because there are some clubs on City lands with leases specifying various responsibilities.

At the Regional level, Council decided not to provide specific financial assistance.

The report defines the various levels and give an inventory of all levels of tennis facilities. The report summarizes that few deficiencies of facilities exist in the City, and that the future priority will be to maintain existing facilities in good condition.

IMPLEMENTATION:

(1) The policy guideline for second-level tennis facilities is being implemented with the Elmdale Tennis Club. Currently, the Department is reviewing the situation at the West Ottawa Tennis Club with respect to improvements, operating deficit, lease, and programming.

(2) The Division is co-ordinating a Maintenance Programme for public tennis facilities with the Buildings and Equipment Branch (PE). Responsibilities to provide improvements between Physical Environment and Community Development Department are being established and will be further identified in the 1983 Budget.

FUTURE WORK:

(1) Assessment of future applications for tennis court improvements vis à vis the policy guidelines.

(2) Monitoring the Maintenance Programme with Physical Environment.

3.12 TITLE: ARTS CAPITAL GRANTS POLICY

PURPOSE: To establish a policy for the review of all capital grant requests received by the City from visual, performing and literary arts organizations.

APPROVED STATUS: Draft policy to be submitted to Planning Board in November, 1982.

SUMMARY The need for a policy stemmed from an increase in the number of grant requests received by Council in the past year. The policy defines both eligible applicants and projects. It sets out the information which must accompany each application. Criteria are defined for the assessment of applications.

IMPLEMENTATION: Applications will be received between May and September of each year. They will be reviewed and investigated and forwarded to Planning Board and Council for their consideration.

FUTURE WORK: Monitoring the policy, and the number of appliations received, as they will have an impact on the Capital Budget of the Department.

A needs study may be required at some future time.

3.13 **TITLE:** **CROSS-COUNTRY SKIING FACILITY STUDY**

PURPOSE: To establish policies for the future development of cross-country ski facilities within the City of Ottawa.

APPROVAL STATUS: This has been a project undertaken by the Department as a result of a request by the NCD (National Capital Division - Cross Country Canada) Committee during the 1982 Budget hearings. The request was for more involvement by the City in providing more and better cross-country ski facilities in the City of Ottawa.

SUMMARY: The Department conducted a survey questionnaire among the cross-country ski population between February and April, 1982. This survey showed that:

(1) skiers prefer to ski in the City during the week, and in Gatineau Park in the weekend.

(2) there was a 75% favourable response to have lighted ski trails in the City.

The survey indicated the area of preference by the type of skier, and provided interesting statistics on the average weekly schedule of skiers, and the major components preferred for ski trails (ie. groomed trails, signage trail maps, parking).

Nonetheless, the Department concluded that the City's role in this sport must be analysed within a regional context. Therefore, a seminar was planned and took place on September 28, 1982. About 50 representatives from ski clubs, ski organizations, municipalities, N.C.C., and school boards attended a one-day session to determine the future facility, programming, and maintenance needs for cross-country skiing in the National Capital Region.

From the City perspective, the following were identified:

(1) better communication and co-ordination with various ski organizations

(2) lighted ski trails

(3) expansion at Mooney's Bay/Vincent Massey

(4) groomed trails at the west and east ends of the City

(5) continue existing programmes

IMPLEMENTATION: Currently, the Department is compiling the data from the seminar. It is intended a standing committee will be established with regional representation to monitor the recommendations of the seminar.

FUTURE WORK:

(1) Prepare an information report for Ottawa Planning Board.

(2) Additional research and site analysis with respect to lighted ski trails during the 1982-83 season.

4. SITE SPECIFIC PROJECT SUMMARIES

4.1 TITLE: OTTAWA ROWING CLUB FEASIBILITY STUDY

PURPOSE: To determine future facility needs of the Ottawa Rowing Club, prepare conceptual plans, and cost-sharing arrangements for future development.

APPROVAL STATUS: Council approved Terms of Reference for this feasibility study in August, 1981.

SUMMARY: The Ottawa Rowing Club is expanding its programmes and membership, and requires additional storage for its rowing equipment. Another major concern is the dilapidated condition of the Clubhouse.

The City has identified the needs and prepared conceptual plans. The plans show the construction of a new building and minimal improvements of the existing building. The various phases of the concept would total $1.5 million, the first phase being approximately $800,000.

ATso connected to this study is the creation of an underwater park by the Santa Maria Society for old shipwrecks (steamships) in the Ottawa River. The Society has received approval to establish this park in 1982, and succeeded in completing the first phase in August, 1982, by placing "The Bruce" underwater near the shoreline at the Ottawa Rowing Club.

The scuba diving fraternity also need certain facilities, and these are being considered in the plans for the Ottawa Rowing Club.

The Division is preparing a report on this feasibility study (by December, 1982) outlining the plans, costs, phasing, funding, and implementation. City Council has approved to send an application for Wintario funding for this project, however, no commitment by the City will be made until the Rowing Club have raised their share (about $250,000).

IMPLEMENTATION: Pending preparation of report on feasibility study.

FUTURE WORK:

(1) Prepare report, and follow-up with appropriate clubs, and government agencies (ie. N.C.C.)
(2) Expidite new lease with the Ottawa Rowing Club/Santa Mania Society and an easement for access with the N.C.C. following approval of report by City Council.

4.2 **TITLE:** BREWER PARK DEVELOPMENT PLAN

PURPOSE: To prepare a development plan for Brewer Park.

APPROVAL STATUS: City Council approved the Terms of Reference for the Development Plan in July, 1982, and the assignment of a Consultant in August.

SUMMARY: Council approved the preparation of a Development Plan in November, 1981. The Brewer Park Planning Committee was established in January, 1982, and it consists of representatives from the community, user groups of the park (ie. soccer, baseball), potential users (speedskating), and City staff. Alderman Howard Smith is Chairman of the Committee.

The Committee has formulated goals and objectives, and the facility requirements and park improvements for Brewer Park. These constitute the Terms of Reference.

In August, Parkway Planning of Associates Ltd., was retained to do the design phase of the Development Plan process. Since September, six (6) alternative concept plans have been considered by the committee, and the committee have chosen two (2) plans to be further discussed at a Public Meeting on November 18th.

IMPLEMENTATION: Phasing to be identified in the Development Plan, with the first phase scheduled for 1983 ($100,000 proposed)

FUTURE WORK: General liaison between the Consultant and The Brewer Park Planning Committee to formulate a final Development Plan. Prepare report for OPB/Council.

4.3 TITLE: BRITANNIA PARK DEVELOPMENT PLAN

PURPOSE: To implement the outstanding components of the Britannia Park Development Plan.

APPROVAL STATUS: Council approved the Britannia Park Report in 1976, and the Development Plan in 1978. Since 1978, Council has approved the implementation of several phases of the Plan, totalling close to one million dollars.

SUMMARY: The development completed to date includes landscaping, pathways, boardwalk (beach), sportsfields, playgrounds, and new access to this regional/City park.

Still outstanding are two (2) projects: a bandshell and a boat dock facility.

The Recreation Planning Section is completing a user need study for the bandshell, partly in conjunction with the Arts Capital Grants Policy. A Consultant has already completed an acoustics and locational study for the bandshell within Britannia Park, but the City is now determining the various components of the bandshell to meet the various needs of potential user groups. From the information received to date, there may not be adequate demand for such a facility.

The boat dock facility project has moved from a simplified concept in 1976 to a complex proposal for a potential sailing club facility. In 1980, the Sail and Windsurf RA Clubs presented a proposal to establish a sailing club to have access to Lac Deschenes in addition to their operation at Dow's Lake.

The Department has prepared a report identifying the options and the need for additional environmental assessment and engineering studies. It is planned that this report (or summary) will be sent to community groups prior to OPB/City Council consideration.

IMPLEMENTATION: Majority of the Development Plan has been completed. Funds have been allocated in the 1980 and 1982 Budgets for the boat dock facility (however, additional funds will be necessary for studies and development), and in the 1983 Budget for the bandshell ($250,000).

The report on the boat dock facility will be expedited by early 1983.

The Section will prepare a report on the bandshell by the end of 1982.

FUTURE WORKS:

(1) Bandshell - evaluate need, determine components

(2) Boat Dock Facility - expedite report, hire consultants for studies,
- expedite improvements for windsurfing for 1983.

4.4 TITLE: COMMUNITY CENTRES CAPITAL DEVELOPMENT

PURPOSE: Three (3) community centre are being planned for upgrading in the next year to meet new and expanded needs of the communities they serve. They are:

a) Michelle Heights (extension)
b) Alexander C. C. (possible renovation/extension)
c) Bellevue Manor C. C. (possible renovation/extension)

APPROVAL STATUS: Michelle Heights has been approved in concept by Council; Awaiting 1983 bugetary approval.

The two centres in Carlington will primarily be funded as part of O.N.I.P. Plans will be prepared in early 1983.

SUMMARY: The Michelle Heights C. C. extension will contain a small gymnasium, a kitchen and a new hall/entrance. Minor improvements will be made to the existing structure.

In Carlington the preferred options have not as yet been identified. This process is in progress presently in conjunction with the Carlington Citizens O.N.I.P. Committee. It would appear at this point that the solution will require making extensive changes at both the Alexander C. C. and at Bellevue Manor C. C. (and vicinity).

IMPLEMENTATION:
(1) Michelle Heights - carriage is now with Implementation Division
(2) Carlington Community Centres - Options for implementation using O.N.I.P. funds to be finalized by early 1983. Construction late 1983/early 1984.

FUTURE WORK: Improvements to allow greater access by the Recreation Branch to area schools to be identified and implemented early 1983.

4.5 **TITLE:** WALKLEY AREA RECREATION STUDY

PURPOSE To present an analysis of the relevant open space, parks and recreation facilities within the Study Area and to determine which additional open space and recreation facilities or improvements are required.

APPROVAL STATUS: City Council approved the 'Action Walkley' - Open Space and Recreation Report, on July 6, 1982. Included were the development plans for Ledbury Avenue Site and Fairlea Crescent Site.

A Self-Help Project proposal for the construction of bocce courts and horseshoe pits (at Ridgemont Park) was approved in July, 1982, annd constructed in the same month.

SUMMARY There is a great need in this community particularly for new and updated playgrounds in the neighbourhoods where such facilities are missing, old, or in poor condition. The second priority is the need for more sportsfields, both practice and regulation-sized for community use and regulation-sized for City-wide use.

The several recommendations in this report attest to the considerable need in this community for additional and improved recreation facilities.

IMPLEMENTATION

(1) Fairlea Crescent Site: (Phase 1)-1982-83
(Phase 2)-proposed in 1983 Budget

(2) Ridgemont Park - 2 Self Help projects, one completed in 1982, one proposed in 1983.

(3) Walkley/Heatherington Road - Sportsfield development proposed for 1983.

FUTURE WORK

(1) Proceed with Self-Help Projects according to the recommendation of the Study.

(2) Co-ordinate with Implementation Division on recommendations for Development Plans and Land Acquisition, according to the Priority Lists for Recreation Development.

4.6 TITLE: CARLINGTON AREA RECREATION STUDY

PURPOSE: To establish parkland development proposals for City and School lands and requirements for improved or additional recreation facilities in Carlington.

APPROVAL STATUS: A draft of this report is almost complete, and will be circulated to various City Departments before being sent to the School Boards, N.C.C. and the Region for comment, and subsequently to OPB/City Council for approval.

SUMMARY: This report is part of the ONIP Study on the Carlington Area. There is an expressed need in the community for new and improved parklands and outdoor recreation facilities in each neighbourhood of this community. The outdoor facility needs in this community are for improved playground facilities, practice sportsfield areas, and additional courts, in that order. The community's needs where considered substantial enough to merit an O.N.I.P. grant. The allocation of the funds are now under final discussion by a community committee. Of greatest concern at present are additional indoor facilities such as a gynmasium and more community centre space.

IMPLEMENTATION: The 1982 outdoor recreation development projects underway are; improvement of the practice sportsfield at Alexander Park; and the addition of a renovated portable classroom at Bellevue Manor Park. The practice sportsfield at the Meadowvale Terrace Park is to be improved in 1983. Other projects recommended for implementation are dependant upon the ONIP funds allocated for recreation projects, and the Prioirty Lists for Recreation Development.

FUTURE WORK:
(1) Prepare and finalize Study Report.
(2) Co-ordinate development plans for parks and school lands, and building plans with Implementation Division in accordance with the recommendations of the report, ONIP funding, and City-wide priorities.

4.7 TITLE: LANSDOWNE PARK

PURPOSE: To ensure that Lansdowne Park is developed, as far as possible, to meet community and City-wide recreation needs, given its continuing mandate as a special facility for other designated activities.

APPROVED STATUS: A Development Plan was prepared for Lansdowne Park in 1973, however it was never adopted by Council. In it's place developmental guidelines were approved by Council in 1977.

SUMMARY To date, responsibility for most planning and development at Lansdowne has been by the Department of Physical Environment. However, many concerns have developed which have involved other Departments, noteably this Branch (playground/sportsfield development), the Recreation Branch (recreation programming), the C.O.N.P.H.C. (housing), and the N.C.C. as partial land owner.

The Planning Branch has prepared a Development Plan for the north-eastern playground for implementation in 1983.

Most future development at Lansdowne are conditional on the plans of the Exhibition Association, who may relocate their operations to another site in the next few years (1988). Should this occur, it should make Lansdowne Park available for greater recreational use.

A recent proposal has been submitted by the Minto Skating Club to rehabilitate the Aberdeen Building for use as an indoor skating facility.

IMPLEMENTATION: Limited at present by the lack of a Development Plan.

FUTURE WORK The Planning Branch has identified that Lansdowne Park could serve as a significant community recreational focus within the City. Should the Exhibition decision to relocate become reality, it is identified that a Development Plan be prepared for the area in cooperation with all future users, area residents, and the N.C.C.

4.8 TITLE: SPEEDSKATING TRACK

PURPOSE: To finalize the issue of the relocation of the speedskating track.

APPROVAL STATUS: City Council approved in the 1980-81 Outdoor Rink Evaluation a proposal to relocate the speedskating track from Balena Park to Brewer Park. Because of certain site constraints last season (1981-82), the track remained at Balena Park on the premise it be relocated to Brewer Park pending the preparation of a Development Plan for Brewer Park.

SUMMARY: In 1980, the Department made a thorough examination of several sites that would be suitable for a speedskating track. The track at Balena Park was not considered to be an ideal location for a City-wide facility and the objective was to reduce operating costs by locating it adjacent to an existing arena.

The best sites for such a track were Lansdowne, Brewer and Carlington Parks. Brewer Park was selected as the best site.

In November, 1981, a separate investigation was initiated by Physical Environment to look at Lansdowne Park (in a different location). A technical committee was establsihed and they concluded Lansdowne was not appropriate. In reviewing the 1980 Study, the committee recommended the speedskating track be located at Brewer Park, Walkley Park, or McCarthy Annex Site in order of priority.

The speedskating track has been a predominant issue in the Brewer Park Development Plan. Currently, there are proposals to establish the track in a temporary location at the park this season, but a final decision will not be made until November 18th. Most likely, the track will remain again at Balena Park with a definite relocation to Brewer in 1983-84.

Recently, the Minto Skating Club has announced a plan for the Aberdeen Pavilion (Cattle Castle) at Lansdowne Park including provision for an outdoor speedskating track. This proposal will have to be evaluated within the context of previous and current studies.

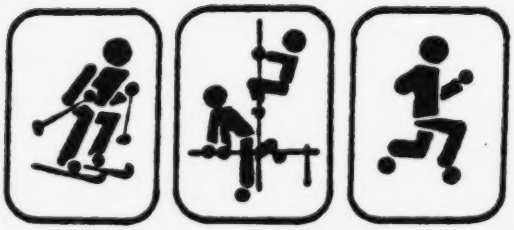
IMPLEMENTATION: (1) Proceed with the installation of the speedskating track at Brewer Park with the funds allocated from last year ($10,000), subject to the approval of the Pacers and the Brewer Park Planning Committee, or keep the track at Balena Park for 1982-83.

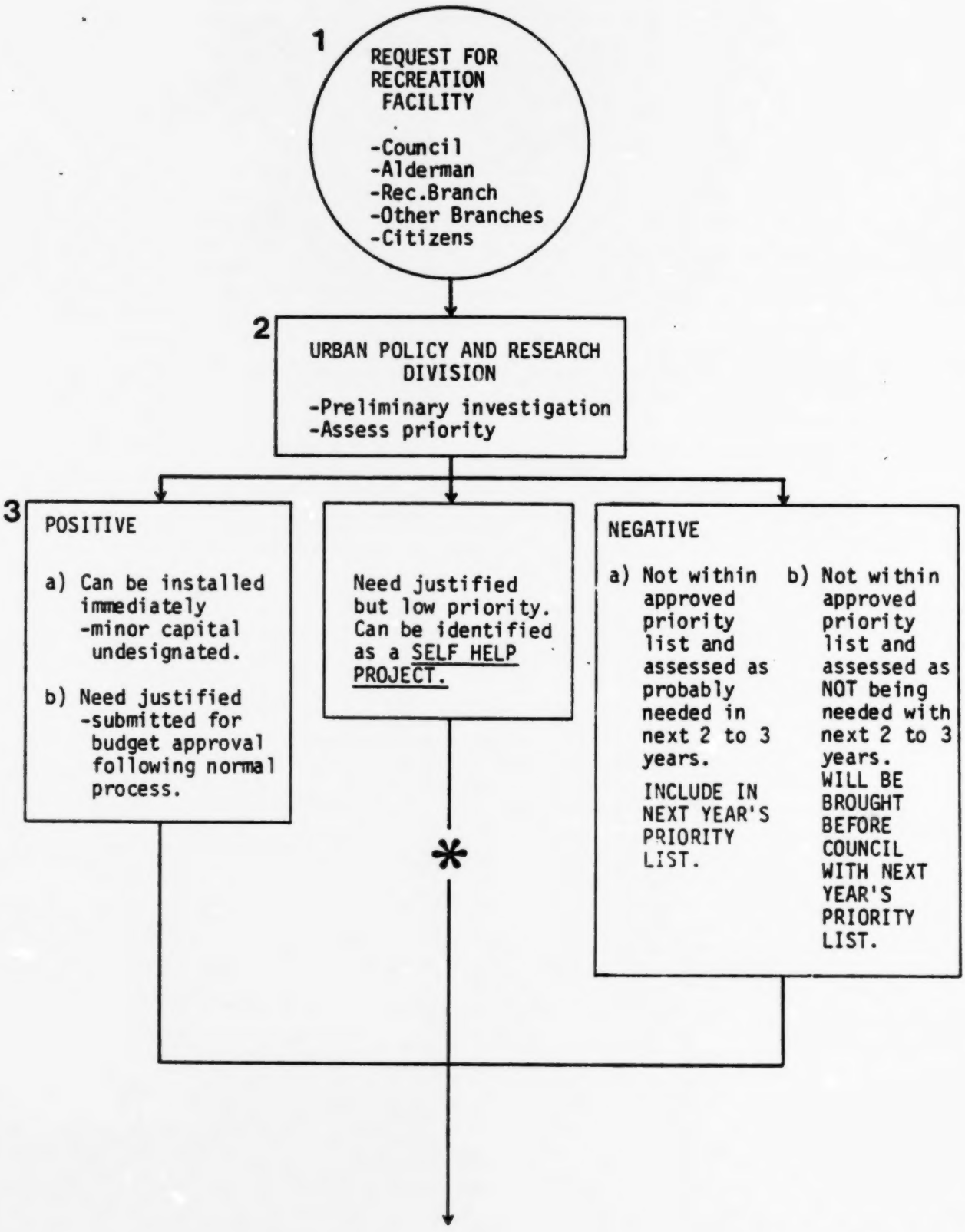
(2) Include the speedskating track in the first phase of the Development Plan for implementation in 1983.

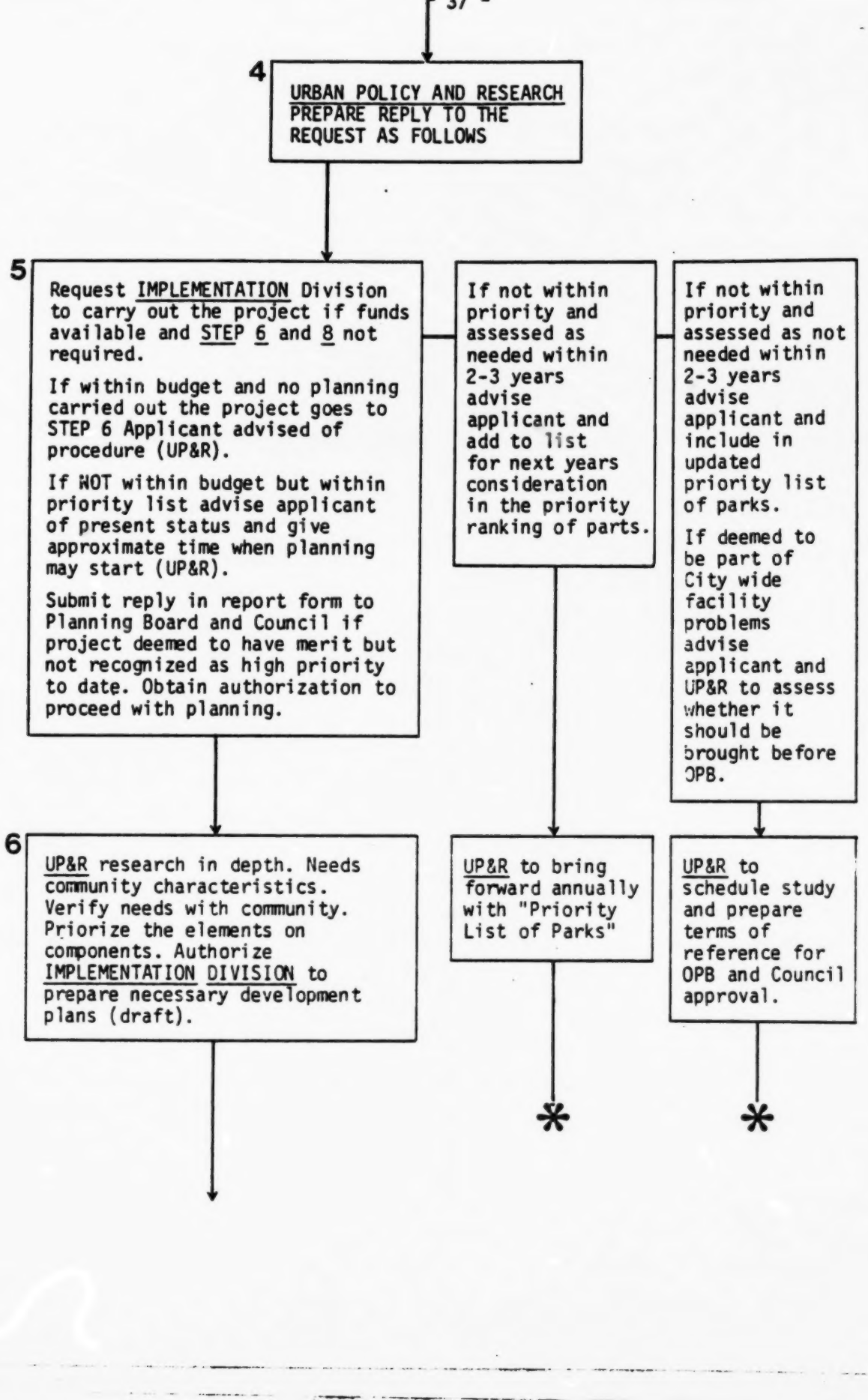
FUTURE WORK: (1) Resolve the relocation of the speedskating track.

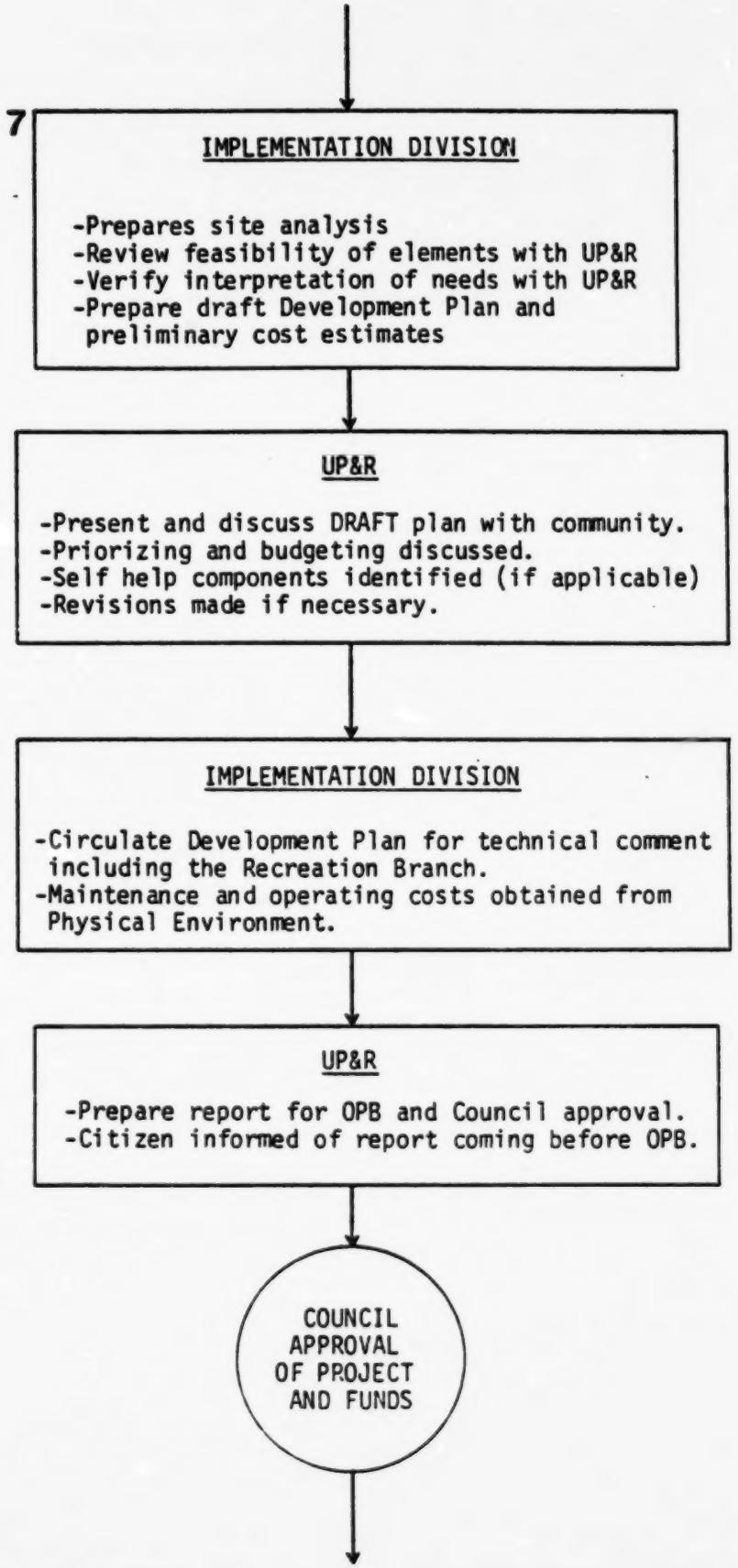
(2) Prepare OPB/Council report (by end of 1982).

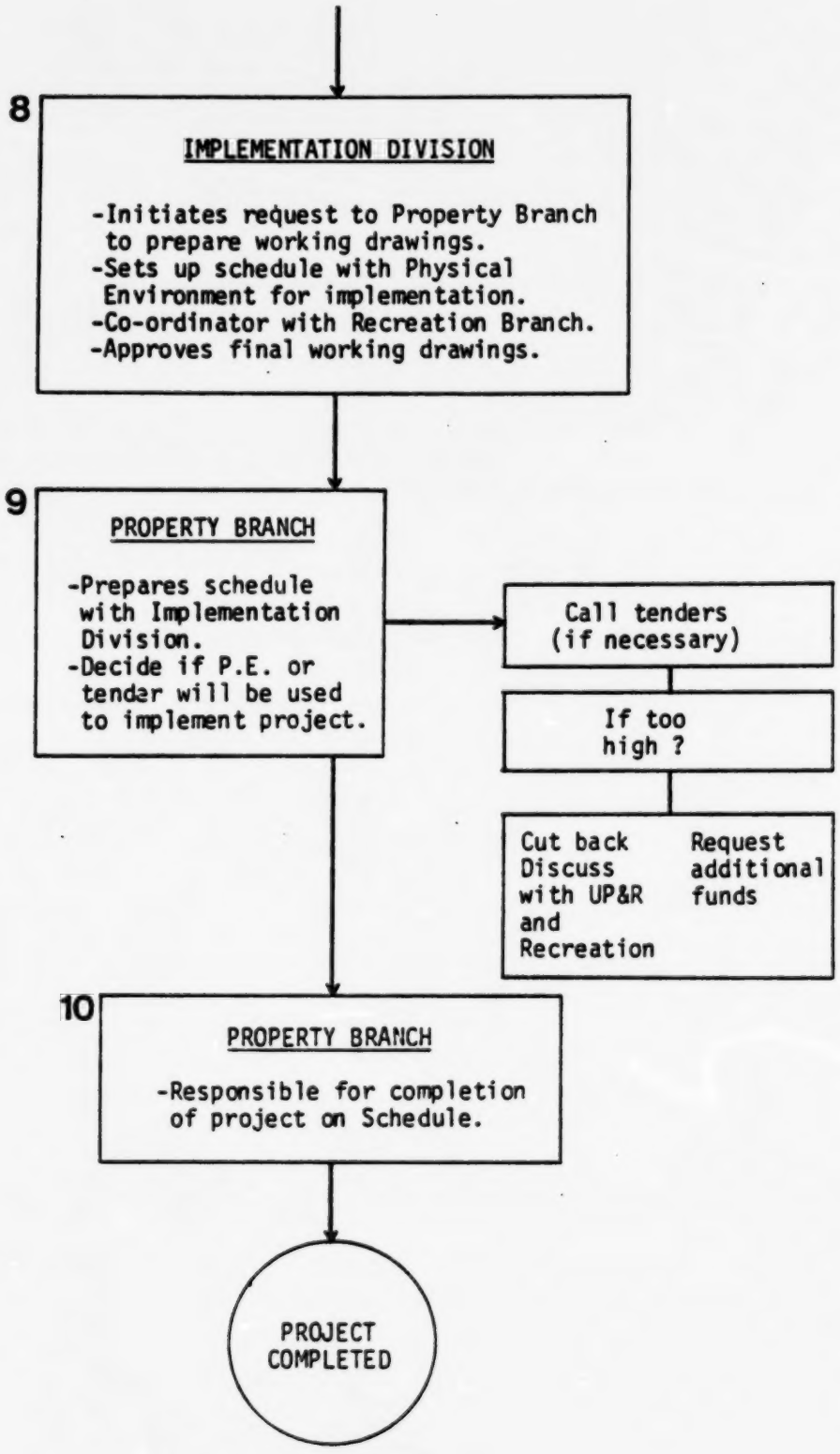
HOW RECREATION FACILITIES GET DEVELOPED




1
REQUEST FOR RECREATION FACILITY
-Council
-Alderman
-Rec.Branch
-Other Branches
-Citizens
2
URBAN POLICY AND RESEARCH DIVISION
-Preliminary investigation
-Assess priority
3
POSITIVE
a) Can be installed immediately -minor capital undesignated.
b) Need justified -submitted for budget approval following normal process.
Need justified but low priority. Can be identified as a SELF HELP PROJECT.
NEGATIVE
a) Not within approved priority list and assessed as probably needed in next 2 to 3 years.
INCLUDE IN NEXT YEAR'S PRIORITY LIST.
b) Not within approved priority list and assessed as NOT being needed with next 2 to 3 years.
WILL BE BROUGHT BEFORE COUNCIL WITH NEXT YEAR'S PRIORITY LIST.
*


4
URBAN POLICY AND RESEARCH PREPARE REPLY TO THE REQUEST AS FOLLOWS
5
Request IMPLEMENTATION Division to carry out the project if funds available and STEP 6 and 8 not required.
If within budget and no planning carried out the project goes to STEP 6 Applicant advised of procedure (UP&R).
If NOT within budget but within priority list advise applicant of present status and give approximate time when planning may start (UP&R).
Submit reply in report form to Planning Board and Council if project deemed to have merit but not recognized as high priority to date. Obtain authorization to proceed with planning.
If not within priority and assessed as needed within 2-3 years advise applicant and add to list for next years consideration in the priority ranking of parts.
If not within priority and assessed as not needed within 2-3 years advise applicant and include in updated priority list of parks.
If deemed to be part of City wide facility problems advise applicant and UP&R to assess whether it should be brought before OPB.
6
UP&R research in depth. Needs community characteristics. Verify needs with community. Priorize the elements on components. Authorize IMPLEMENTATION DIVISION to prepare necessary development plans (draft).
UP&R to bring forward annually with "Priority List of Parks"
UP&R to schedule study and prepare terms of reference for OPB and Council approval.
*
*


7
IMPLEMENTATION DIVISION
-Prepares site analysis
-Review feasibility of elements with UP&R
-Verify interpretation of needs with UP&R
-Prepare draft Development Plan and preliminary cost estimates
UP&R
-Present and discuss DRAFT plan with community.
-Priorizing and budgeting discussed.
-Self help components identified (if applicable)
-Revisions made if necessary.
IMPLEMENTATION DIVISION
-Circulate Development Plan for technical comment including the Recreation Branch.
-Maintenance and operating costs obtained from Physical Environment.
UP&R
-Prepare report for OPB and Council approval.
-Citizen informed of report coming before OPB.
COUNCIL APPROVAL OF PROJECT AND FUNDS


8
IMPLEMENTATION DIVISION
-Initiates request to Property Branch to prepare working drawings.
-Sets up schedule with Physical Environment for implementation.
-Co-ordinator with Recreation Branch.
-Approves final working drawings.
9
PROPERTY BRANCH
-Prepares schedule with Implementation Division.
-Decide if P.E. or tender will be used to implement project.
Call tenders (if necessary)
If too high ?
Cut back Discuss with UP&R and Recreation
Request additional funds
10
PROPERTY BRANCH
-Responsible for completion of project on Schedule.
PROJECT COMPLETED

PROJECT MONITORING

6. PROJECT MANAGEMENT SYSTEM

The following schedule is being set up as the first part of a project management system for those activities which are the responsibility of the Recreation Planning Section.

1. Capital Project Scheduling (System will be compatible with that used by the Implementation Division, however, it will identify the following four steps:

   A - Needs identified (in most cases may require a public meeting)

   B - Concept Plan (initial accommodation of needs and rough costing)

   C - Development Plan (finalized plan for technical circulation and community approval)

   D - Report submitted to OPB and Council for approval

   Note that B and C must be scheduled in co-operation with the Implementation Division.

   Note that A and D must be scheduled in co-operation with the local Alderman and the community (community association if appropriate).

2. Planning Project Scheduling

   Each major planning project identified on the Section Work Schedule will have its own flow chart. This chart should identify the following components:

   a) Major steps in preparing the study

   b) Identify input or work required on the part of other internal or external agencies

   c) Identify those points of which interim reporting should be made

   d) Public participation schedule

   e) Approximate timing (may need to be flexible to accommodate unknown factors related to any of the above)

   Each planner will be responsible for preparing a schedule for the projects for which they are directly responsible.

   Where a study is partially complete the flow chart will be truncated to only indicate that portion of the study which has yet to be completed.

The purpose of this exercise is two-fold:

(1) It provides a useful summary of the nature of the project for updating other individuals

(2) It will assist in reviewing progress on a study and assist in setting priorities, in response to the demands made on our time

3. Miscellaneous Projects

A large portion of the work referred to the Section consists of small projects which require immediate investigation. They are generally generated at a result of inquiries from either the public, politicians or from other branches within City Hall. In order that these items are expedited on time the following system will be established.

Each planner will be given a log-in sheet in which each request will be entered. It will include:

a) Date of request

b) Nature of request

c) Initiator of request

d) Date information to be supplied

Such requests may come either through the Division Head or directly to the planner.

These sheets will be kept in the in-basket of each planner and will be reviewed at each Section meeting.

JC:smr-2
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POOR

QUALITY

ORIGINAL